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**CONFIDENTIAL**

6 August 1954

MEMORANDUM FOR THE RECORD

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SUBJECT: Briefing of VIP's [ ] 29 July

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1. Considering the circumstances, a magnificent performance was turned in by all briefing personnel at [ ] 29 July. A few minutes before the tour began, an order was received by the Acting Chief of Training on the base to curtail it by approximately two hours. Nevertheless, at the conclusion all members of the tour expressed interest and satisfaction. Several wish a second visit with more time allowed.

2. The visitors were impressed by the close adherence to practical things in all phases of instruction. The most successful demonstrations were those which introduced motion and the tools of the trade.

3. Undoubtedly numerous features of the base which figure in normal tours had to be omitted. Below is a list of those which, it is believed, should be considered for inclusion. In order to cover ground rapidly, it is suggested that in some instances the visitors be allowed to remain seated in the cars, in position to view the facilities, while the drivers dismount and give the explanation.

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4. Just before the tour leaves the amphitheater, it is recommended that the leader point out by means of the sand table the entire course of the tour.

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5. It is recommended that, so far as possible, no reference be made to the former organization of the courses. The people who take these tours are not interested, for example, in the fact that a particular block of instruction was at one time part of "RAFT."

6. It is recommended that all briefing personnel be cautioned not to refer to the amount of time at their disposal. On this particular tour it was only natural that some of the instructors said they wished they had more time, but all such statements detract from the effectiveness of the presentation and should normally be ruled out of VIP tours. It is a positive asset when the instructor covers his material enthusiastically and almost breathlessly, as though he realizes the time of his hearers is valuable and he must not waste a moment of it.

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7. Two presentations which might be improved by more action were those on communications and [redacted]. One of the radio sets emitted a faint hum, but it would have enhanced the presentation considerably if shortwave signals of some kind could have been coming in. Perhaps a portable transmitter could be used elsewhere on the base to send some amusing message while the visitors are in the communications building. Perhaps the direction-finding equipment could be demonstrated, either on a controlled signal (even if it is only in the next building) or possibly on a well-known broadcasting station. In the case of [redacted] be stopped by interference with some key moving part.

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8. Two statements which were of doubtful value: one instructor offered the opinion that everybody in the Agency needs his course; another said that he dared to claim a certain problem in his course is "the only live problem the Agency has to offer." While these statements present commendable enthusiasm, it would seem more appropriate for them to come from either the Chief of Training at [redacted] or a higher official.

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9. One exhibit in the Phase III presentation was the basic agent training manual. It is believed desirable to mention each time in this connection that this manual is readily obtainable at Headquarters through the Division Training Officer (not training liaison officer or TLO).

10. In the security briefing, one Branch Chief turned to a Division Training Officer and commented that the briefing officer was guilty of a security violation, inasmuch as the briefing sheet states certain information about the base which is "considered TOP SECRET"--however, the briefing sheet itself is classified only SECRET.

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11. The members of the tour were cautioned, in the security briefing, not to use the word [ ] while on the base. However, several of them commented that instructors had used the word in the course of their presentations. It is recommended that the briefing not forbid use of [ ] while there, but rather emphasize the prohibition of any other name when not on the base.

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12. It is further recommended that all reference to the base by any other name than [ ] be deleted from the briefing sheet. Other names might be used orally, and in that case the briefing should be introduced with the statement that it is a TOP SECRET meeting.

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Chairman  
Clandestine Services Training Committee

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